

Department of Early Learning

10.1.14

Non-expiring License

1. The support staff will document the receipt of the following in the DEL toolkit:
 - a. Annual declaration of intent to continue operating and compliance with all licensing rules
Support staff will date stamp the annual declaration the date it is received;
 - b. Annual licensing fees;
 - c. Background checks submitted for all individuals currently associated with their facility.
(See background check procedure for details).
2. After entering the documents in the DEL toolkit, support staff will give the documents to the licensor. If the documents are not received at the same time, the support staff will enter whatever is received into the DEL toolkit and then give the documents to the licensor. Documents will be entered into the DEL toolkit within 5 working days, from the date they are received.
3. The licensor will review the annual declaration before filing in the licensing file to make sure it is complete and the licensee is still operating.
4. If any of the items in #1 are missing after the required annual submission date the licensor will:
 - a. Discuss with their supervisor, and close the license;
 - b. Use and send 10.9.1.35 Closed License letter template to the licensee notifying them that their license has been closed due to licensee's failure to follow the RCW;
 - c. Document the closure of the license in FamLink.